



OFFICE OF THE  
PRESIDENT

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES  
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May 10, 2011

MEMORANDUM FOR CHAIRPERSONS, DIRECTORS, AND ACTIVITY HEADS

SUBJECT: Preparation of the Fiscal Year 2011 Annual Statement of Assurance under  
Federal Managers' Financial Integrity Act (FMFIA)  
**(Response Required by May 27, 2011)**

As part of an annual DoD requirement, each University Assessable Unit Manager needs to submit a Statement of Assurance to my office. Your Statement will be used as input for the University's annual Statement of Assurance, which I will submit to the Office of the Assistant Secretary of Defense Health Affairs; and, then to the Under Secretary of Defense (Personnel and Readiness) and Under Secretary of Defense (Comptroller) and for transmission to the President and Congress. As a DoD agency head, my Statement is required by the Federal Managers' Financial Integrity Act.

Using the sample Statement of Assurance format (see below for link), paragraph 3 shall be used to describe the accomplishments of your department or activity during the past year. In paragraphs 4 and 5, as in last year's submission, the Statement of Assurance shall describe program and administrative weaknesses corrected during FY 2011, and any uncorrected program and administrative weaknesses, along with your plan for taking corrective measures. You are also asked to complete an online Management Control (MC) Checklist along with your Statement. The MC Checklist can assist you in developing your Statement and is a valuable evaluation tool for reviewing your department or activity operations. In an effort to improve the process, OAC has had the checklist placed online at our website listed below. You will need to submit the signed memorandum to the Office of Accreditation and Organizational Assessment (OAC).

All TMA activities are required to submit their Annual Statement of Assurance by June 6, 2011. I am asking that coordinators submit their Statement of Assurance to the **Office of Accreditation and Organizational Assessment (OAC) no later than Friday, May 27, 2011.**

The following links are provided for your convenience, to log on and complete the checklist: <http://usuweb.usuhs.mil/SOA/login.cfm>; and to download a sample reply memorandum; [http://www.usuhs.mil/oac/Review Eval/index.html](http://www.usuhs.mil/oac/Review_Eval/index.html). Contact Mr. Stephen Henske of OAC, at 295-3681, [shenske@usuhs.mil](mailto:shenske@usuhs.mil) or [Barbara.shelton@usuhs.mil](mailto:Barbara.shelton@usuhs.mil) for questions and assistance.

A handwritten signature in black ink, appearing to read "Charles L. Rice". The signature is fluid and cursive, with a prominent initial "C" and a stylized "R".

Charles L. Rice, M.D.  
President

Attachment:  
As stated